

Close an Event (Close Without Awarding)

Issuing Officers (Event Creators or Event Managers) are responsible for closing **all** events in “Under Evaluation” status. Events should be closed in a timely manner after the procurement is final. There is no award made by the commonwealth in JAGGAER. Issuing Officers are required to use the “Close Without Awarding” option to close-out their events. Closing the event will not send any notifications to suppliers. Outlined below are the steps to close an event.

Important Information: Prior to closing an event, make sure all documentation has been exported to maintain in an electronic file outside of JAGGAER as part of records management. All final contract or purchase order documents reside in the SAP/SRM system of record; therefore, no upload to JAGGAER is required.

Internal notes are not required. Any internal notes added to events should be non-contractual and/or non-confidential.

Disclaimer: All screenshots used in this procedure are for example purposes only.

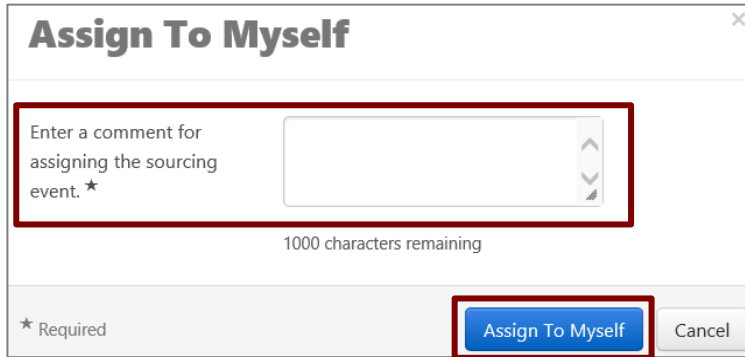
Step 1: Select the **Workflow Actions** button (top-right) to access the menu options.

a. Choose the **Assign To Myself** option.

The screenshot displays the JAGGAER interface for an event titled "RFP Test 3-15-2021" (DGS-RFP001973). The event status is "Under Evaluation". The left sidebar contains navigation links: "Settings and Content", "Evaluations", "Supplier Responses", and "Tools". The main content area shows "Supplier Responses" with a table of 2 invited suppliers. A red box highlights the "Workflow Actions" button in the top right corner. A red arrow points from this button to a dropdown menu. In the dropdown menu, the "Assign To Myself" option is highlighted with a red oval. Other options in the menu include "Approve", "Create New Quick Quote Stage", "Create New Stage", and "Reopen".

Progress	Response % Complete	Supplier Name
Submitted	100%	DGS BOP1
Submitted	100%	DGS BOP3

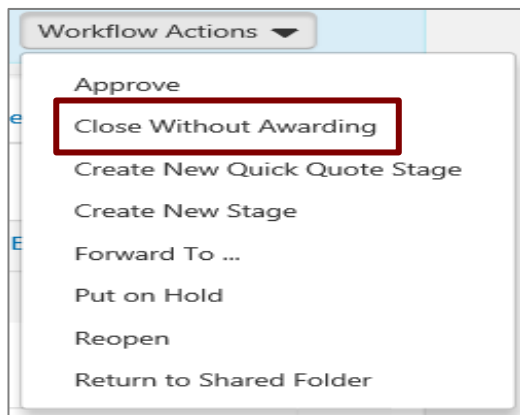
- b. Enter **reason** for assigning event (e.g., closing the event).
- c. Select the **Assign To Myself** button.



The "Assign To Myself" dialog box features a title bar with a close button. Below the title bar is a text input field with the placeholder text "Enter a comment for assigning the sourcing event. ★". A red rectangle highlights this input field. Below the input field, it says "1000 characters remaining". At the bottom left, there is a "★ Required" label. At the bottom right, there are two buttons: "Assign To Myself" (highlighted with a red rectangle) and "Cancel".

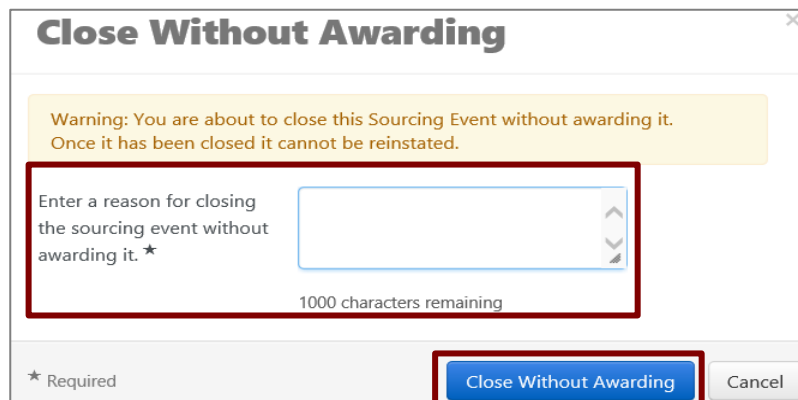
Step 2: Select the **Workflow Actions** button again to access more menu options. The “Close Without Awarding” option is now available.

- a. Choose the **Close Without Awarding** option.



The "Workflow Actions" dropdown menu is open, showing a list of options. A red rectangle highlights the "Close Without Awarding" option. The other options in the menu are "Approve", "Create New Quick Quote Stage", "Create New Stage", "Forward To ...", "Put on Hold", "Reopen", and "Return to Shared Folder".

- b. Enter **reason** for closing the event (e.g., closing the event).
- c. Select the **Close Without Awarding** button.



The "Close Without Awarding" dialog box features a title bar with a close button. Below the title bar is a yellow warning box with the text: "Warning: You are about to close this Sourcing Event without awarding it. Once it has been closed it cannot be reinstated." Below the warning box is a text input field with the placeholder text "Enter a reason for closing the sourcing event without awarding it. ★". A red rectangle highlights this input field. Below the input field, it says "1000 characters remaining". At the bottom left, there is a "★ Required" label. At the bottom right, there are two buttons: "Close Without Awarding" (highlighted with a red rectangle) and "Cancel".

The event status changes from “Under Evaluation” to “Closed Without Awarding” status. The Issuing Officer still has access to view the event, but no edits can be made.